

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Rd.
Peterborough, New Hampshire**

CONTOOCH VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

Tuesday, August 28, 2018

**SAU Office
5:30 PM**

Agenda

Committee Members:

- Jim Fredrickson, Chair
- Rich Cahoon
- Richard Dunning
- Niki McGettigan
- Stephan Morrissey
- Pierce Rigrod

- 1. Call to Order**
- 2. Approval of Minutes – July 24, 2018**
- 3. 2019-20 Budget Guidance**
- 4. High School Science Project Update**
- 5. Antrim Gym Update**
- 6. Solar Energy Discussion**
- 7. Old Business/Open Items**
- 8. Other**

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CONTOOCOOK VALLEY SCHOOL DISTRICT

BUDGET & PROPERTY

Tuesday, July 24, 2018

**SAU Office
6:00 PM**

Minutes

Committee Members:

- Jim Fredrickson, Chair
- Rich Cahoon
- Richard Dunning
- Niki McGettigan
- Stephan Morrissey
- Pierce Rigrod

Present: Jim Fredrickson, Rich Cahoon, Myron Steere, Kimberly Saunders, Mindy Ryan, John Jordan (SAC)

1. Call to Order

Jim Fredrickson called the meeting to order at 6:00 p.m.

2. Approval of Minutes – June 26, 2018

Passed over.

3. 2019-20 Budget Discussion

Clear guidance is needed. Certain parts of the budget are fixed; salaries and benefits total 76% of the operating budget. The question is how much of this salary/budget is CVEA? Percentages for other staff are often added late in the budget cycle.

A review of the last five years could take place to see what administrator's received for increases.

Assume current staffing +/- any program decisions for CVEA. Changes in the years of experience and the levels of degree will occur. Current years plus estimated changes based on the contract is what should be used. Change of lanes and conditional monies such as outstanding performance awards will factor in. Last year's assumptions should be considered. What level of exposure should be budgeted for health insurance?

Creating the budget, keeping in mind the major items of the budget, with item by item guidance to see where we land is one thought.

A floor, a ceiling, and something in the middle was asked for. The floor was default, the ceiling was 4% over the current year all in, and there is not much middle ground. The 4% was maintenance of effort.

Adjusting expenses for inflation should take place.

To get to a specific place, we cannot assume current staffing levels, cuts will be necessary.

A contract is in place with administrators. A 2% raise is treading water in step with the cost of inflation.

How many staff have multi-year contracts? There are very few that fall here; it is not a set increase.

Budgeting to the maximum for administrators or some other form based on history was mentioned.

What would the number be for staff for default? It is budgeted to the maximum.

The default should be the starting point.

This year, ranges will not be given, but rather what would be accepted for programmatic changes.

A line by line review of the budget took place to develop the 18/19 budget. Historical spending will be reviewed and administrators will be met with quarterly.

When the voters allocate funds for a given year, it is implicit that those funds will benefit students in that year. The money is supposed to be spent early in the year to benefit kids.

Having a 2% balance in the unreserved represents good fiscal balance; there should not be more.

Laying it out by function and looking at the default is one way to approach.

Proposed cuts should be laid out and communicated up front.

Developing a default and the coinciding recommended cuts would be shared.

There should not be late additions to the budget.

Trust Fund and Capital Reserve funds should be part of the initial overall discussion of the budget.

Facilities items need to come forward early. Items might be deferred.

On November 4th, the proposed spending should be available. Decisions about capital reserves can be considered.

An estimate of where we will be at the end of the current school year will determine the estimated balance on hand for the following year.

There is less likely to be a fund balance if the budget is developed very tightly. Less will be available for reserve funds.

Should a motion on the floor at Deliberative Session occur to cut the budget by a specific percentage, the district needs to be prepared to share what would be cut.

Guidance has been given on professional development, curriculum implementation, and extra-curricular/co-curricular/athletics. Decisions were made about which fees to cover, such as Advanced Placement. These would be part of the maintenance of effort.

Summer professional development has been left up to building administrators as a maintenance of effort. Detail is needed for communication for items in maintenance of effort.

Something between Maintenance of Effort and default would include all third party relationships; Cornucopia, Quest, Harris Center etc. Summer Academy and fifth block would need further consideration.

Building a budget under what is legally obligated under Ed 306 would not go over well. Fifth Block could be completely cut or parameters could be placed on the courses to require guidelines such as enrollment minimums in order to run.

When voters voted in the teacher's contract, they prioritized paying teacher's significant raises in some cases over other items.

Staffing might receive guidance. Course offerings could be a consideration. Athletic fees could be reviewed. The conversation is the impact of these costs on the discretionary portion of the budget and not the total budget.

Enough information for the budget is needed on November 4th for the board to review.

Going from MOE to Default would outline what would be cut. Priorities would be declared. The public would know what would be given up.

The Board needs to make decisions based on where they want to be three years from now.

The value of third party groups should be weighed; Cornucopia, Harris Center, Quest.

Justifications for stipends for fifth block should be available. The number of teachers to each class, how much for the stipend, and how many students attend is needed. The distinction between Summer Academy and credit recovery should be identified.

Athletics – a commitment was made not to add additional athletic teams three years ago. No new athletics. Policy should be reviewed.

The degree to which the co-op hockey team is working for ConVal should be reviewed. A co-op in football was discussed in the event co-op hockey worked out. Is there a better partner to co-op with? Hillsborough?

Should Budget & Property look at decreasing the number of athletic options?

Buckets include Athletics and co-curricular; third party programs, comparable high schools (looking at other schools of similar size) and middle schools. A review of merit raises. Contracts, Reconsideration of Running Starts fees. Legal fees could be another bucket.

A lot of the discussion on cuts is focused at the secondary level in order to sustain an inefficient elementary model.

The size of the counseling department at the high school should be defended.

What is the impact on physical education staffing should students use athletics for credit?
Size of the district administration needs to be defended. The Community Principal model draws questions. The Capital Improvement Plan should be confirmed.
How much has typically spent in a year that was unbudgeted?
The Curriculum Renewal Cycle should be reviewed.
Summer Professional Development should be considered given additional PD days have been asked for and denied in the contract.
For next year, the base case would include the current contractual obligations. The Outstanding Performance Awards would not be included. Merit would need consideration; legal would have to weigh in.
The value of 1% additional contribution for health insurance should be a consideration.
5th grade in Dublin; what is the cost?
Soft borders and transportation are considerations.
There are certain things that we do in the elementary schools that are not required but are a result of the model.
Some people/towns complain most about spending but don't want cuts in their schools.
Deferrals could be identified; supplies, furniture etc.

4. Other

Rich Cahoon motioned to adjourn at 8:07 p.m. Jim Fredrickson second. Unanimous.

Respectfully submitted,

Brenda Marschok